



Yate Academy



YATE ACADEMY

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST



Yate Academy,
Sundridge Park
Yate
BS37 4DX



Telephone: 01454 333560

Email: info@yateacademy.co.uk

Dear Candidate

Thank you for your interest in the role of Second in English at Yate Academy. The successful candidate will support the Head of Department in leading, developing and enhancing the teaching of others, whilst contributing to curriculum planning and delivery. You will be an exceptional teacher of all key stages with an unwavering drive to ensure that every child achieves the very best outcomes no matter their individual circumstances. If this sounds like you, we want to hear from you.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. At Yate Academy we firmly believe in disruption free learning and in fostering an environment where all children are able to learn and all teachers are able to teach. We believe our students deserve the highest expectations and high quality teaching is central to everything we do. As such all staff have dedicated intellectual preparation time as part of their allocated contact time. This deliberately facilitates the sharing of knowledge, best practice and planning.

We also understand the pressures on school staff and the lack of flexible working options in many schools compared to other industries. As such every member of staff is allocated one afternoon every two weeks (pro rata) as flexible working time. If you are a diligent professional with high standards who values exceptional student behaviour and a workplace which truly prioritises learning then please get in touch.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Yate Academy is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Kariann Pickford: KPickford@yateacademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Eddie Rakshi, Headteacher

ABOUT OUR SCHOOL

At Yate Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Yate Academy a better chance of success than if they attended any other school in the country.

Leadership, resilience & citizenship run through all aspects of school life.

Leadership

We set a high standard, we set the standards for others. We lead by example; we lead the way.

Resilience

We work hard. We never give up , we keep going and never give up.

Citizenship

We are kind, polite and honest. We make a positive impact on others. We make a positive contribution to our school community.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with the Main and Upper Pay Scales.

There will also be a TLR2b payment of £5,886.00 per annum (FTE)

HOURS OF WORK

32.5 hours per week

PLACE OF WORK

Yate Academy, Sundridge Park, Yate, BS37 4DX.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.

HOLIDAY ENTITLEMENT

Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Second in English
Responsible to:	Head of English
Responsible for:	(For discussion with successful candidate)

ROLE OVERVIEW

The successful candidate will support the Head of Department in leading, developing and enhancing the teaching of others, whilst contributing to curriculum planning and delivery. They will also act as the Head of Department in their absence.

The successful candidate will:

- Act as the Head of English in the absence of the postholder.
- Lead and develop English across key stages.
- Lead, develop and enhance the teaching practice of others including involvement in DDI's.
- Contribute to curriculum planning and delivery as applicable.
- Support the senior leadership team to ensure high standards of behaviour.
- To have an impact on academic standards of students from the Key Stage, across subjects.
- Ensure the safeguarding of students in line with the Trust's Policies.
- Be accountable for leading, managing and developing department members.
- To plan and teach consistently high-quality lessons across all key stages (KS3, 4 and 5).

Duties and responsibilities

Operational:

- To support the development of appropriate exam specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Faculty.
- Supporting day-to-day management, control and operation of course provision with the Faculty, including effective deployment of staff and physical resources.
- To support the Head of English in the improvement planning function of the Faculty. Help formulate the Faculty Development Plan.
- To link with the rest of the English team to ensure that the work in the curriculum area fully reflects the Academy's distinctive ethos and vision.
- To be proactive in finding avenues to improve Faculty and lead ideas at meetings/inset
- Maintain and update schemes of work, and other associated curriculum material.
- To help monitor and support the overall progress and development of pupils within the Faculty.
- To act on data and feedback to Faculty, parents and students – to design ways of this having a tangible effect.
- To act as a Mentor and to carry out the duties associated with that role as outlined in the generic job description.
- To support the Academy's Behaviour system so that effective learning can take place.

Curriculum Provision:

- To liaise with the Head of English to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme.
- To increase proportionally the number of students entered and to ensure you raise both the achievement and attainment of students.
- To raise achievement at KS3 and KS4 through thorough tracking and monitoring of students.
- To plan and teach consistently high-quality lessons across all key stages (KS3, 4 and 5).

Curriculum Development:

- To support curriculum development for the whole Faculty, particularly related to key tasks.
- To keep up-to-date with new courses/curriculum and opportunities for students.
- With the Head of English, actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Contribute to enrichment of the curriculum through planning and running trips that have academic purpose.
- To plan and introduce cross curricular projects.

Staffing:

- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the Faculty (if appropriate).
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.
- To support the Head of English in promoting teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff, alongside the Head of English, and act as a positive role model.

Safeguarding Children

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Good Hons. Degree	x	
Qualified Teacher Status	x	
Willingness to undertake further CPD	x	
Relevant Post Graduate Studies		x
Experience		
Proven ability to teach English, with a proven record of accomplishment for accelerated progress.	x	
Developing and implementing strategies for raising standards and achieving excellence for students, staff and self.	x	
Understanding of Exam Board Specifications	x	
Excellent classroom practitioner	x	
Skills and knowledge		
Good discipline/classroom management.	x	
Good ICT skills	x	
Ability to self-evaluate to inform improved outcomes	x	
Ability and desire to make a significant contribution to the Academy as a whole	x	
Aptitude to embrace good practice in other areas	x	
Excellent subject knowledge	x	
Understanding and application of performance data and Assessment for Learning objectives	x	
Awareness of wider educational contemporary issues	x	
Personal attributes		
Have a willingness to extend skills through appropriate training	x	
A passion and desire to drive things forward	x	

Commitment to working within the School's Safeguarding Policy and Procedures	x	
Commitment to high standards and expectations	x	
High levels of professional integrity	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on 2nd March 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held shortly after the closing date. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The start date of this position will be September 2026.



GREENSHAW
LEARNING TRUST



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